



south carolina  
**STATE LIBRARY**

## STRATEGIC PLAN

FISCAL YEARS 2005-2008

# **SOUTH CAROLINA STATE LIBRARY STRATEGIC PLAN Fiscal Years 2005-2008**

## **INTRODUCTION**

The South Carolina State Library's Management Team coordinates the agency's strategic planning process. The Team meets semimonthly and consists of departmental directors, major program directors, and agency administrators. The Strategic Plan charts the direction of the agency to FY 2008 and includes five basic elements:

1. Mission
2. Values
3. Vision
4. Purpose Statements
5. Strategic Initiatives

Annual goals are developed in accordance with the plan's strategic initiatives. Strategic initiatives and goals are adjusted as necessary to reflect strategy changes. An annual business plan outlines activities and time periods for the attainment of objectives.

The agency's Strategic and Annual Business Plans are presented to the State Library Board for approval. The library's annual report and its accountability report, document the agency's progress in meeting its goals and objectives.

The reports are available for review at [www.statelibrary.sc.gov/pubs/acrepind.html](http://www.statelibrary.sc.gov/pubs/acrepind.html) and <http://www.statelibrary.sc.gov/pubs/arindex.html>.

**The S.C. State Library Board approved this plan on June 15, 2005.**

**SOUTH CAROLINA STATE LIBRARY  
STRATEGIC PLAN  
2005-2008**

**I. MISSION**

To improve library services throughout the state and to ensure all citizens access to libraries and information resources adequate to meet their needs. The State Library supports libraries in meeting the informational, educational, cultural, and recreational needs of the people of South Carolina.

**II. VALUES**

- A. **QUALITY** - We endeavor to provide services of the highest quality.
- B. **KNOWLEDGE** – We believe that a well-trained and knowledgeable staff is our greatest asset.
- C. **FREEDOM OF INFORMATION** - We believe in the fundamental freedoms inherent in a democratic society and support the Library Bill of Rights and the Freedom to Read Statement.
- D. **ACCESS TO INFORMATION** - We believe that all citizens, regardless of socioeconomic, geographic, cultural or educational status, deserve access to quality library and information services.
- E. **EQUITABLE TREATMENT** – We believe information services should be delivered in a fair and unbiased manner.

**III. VISION**

To be a major leader in the planning and implementation of effective informational and library services for the people of South Carolina and to be recognized as a vital component of the State's information and education infrastructure.

#### IV. PURPOSE STATEMENTS

- A. **STATEWIDE LIBRARY COOPERATION** - Proactively develop initiatives and strategies that promote resource sharing and that assure cooperation among libraries statewide to meet the information needs of the citizens of South Carolina.
- B. **PUBLIC LIBRARY DEVELOPMENT** – Provide consulting services that support the development of effective public library services. Guarantee South Carolinians access to information through ethical and equitable administration of federal and state funding to public libraries.
- C. **INFORMATION SERVICE** – Develop, administer and continually enhance mechanisms that deliver essential information resources for educational development and quality of life improvement for South Carolinians. Provide informational resources and educational services that contribute to a well-informed state government workforce and efficient operation of state government.
- D. **COLLECTIONS** - Collect, preserve, organize, and make accessible materials that preserve the state’s cultural heritage and that are of value to the library community, to citizens, and to South Carolina state government. Preserve the “corporate memory” of state government for future research and accountability purposes.
- E. **SERVICES TO CITIZENS WITH DISABILITIES** - Continuously improve information services and resources for citizens with disabilities and maintain a commitment to the provision of quality information services to all citizens.
- F. **CONTINUING EDUCATION** - Enhance the skills of State Library staff, local library staff and boards, and provide state government employees with relevant research and library use skills training for the delivery of quality services to key customers. Develop and coordinate supplemental continuing education opportunities through consultation with related library and educational organizations.
- G. **ETHICAL FINANCIAL AND BUSINESS MANAGEMENT** - Operate within a structure of ethical financial and business management for responsible fiscal, procurement, facilities and human resources management.
- H. **INFORMATION TECHNOLOGY** – Implement information technologies that enhance the library’s collections and services and that assure equitable access for SC citizens to information in electronic formats. Provide staff with up-to-date technology to ensure quality services that are efficient and cost-effective.

## V. STRATEGIC INITIATIVES WITH CURRENT FY GOALS AND OBJECTIVES

### STRATEGIC INITIATIVE A: Provide Information Resources and Services to Meet the Needs of the People of South Carolina

#### Goal 1. Improve quality of and access to State Library collections and services

##### Objectives

- a. Enhance the State Library's bibliographic database
- b. Collect, preserve, and provide access to all state government publications in all formats
- c. Provide materials to libraries through an interlibrary loan system
- d. Provide reference and information assistance to meet the needs of the general public
- e. Provide and maintain collections that meet user needs

#### Goal 2. Serve as the principal agent to advise, guide, and assist South Carolinians whose access to information is limited due to a disability, which prevents the use of standard library formats

##### Objectives

- a. Strengthen Talking Book Services (TBS) programs and collections
- b. Provide accessible information delivery mechanisms
- c. Expand TBS outreach efforts

#### Goal 3. Serve as the principal agent to advise, guide, and assist state government personnel and elected officials in their quests for information

##### Objectives

- a. Enhance reference services
- b. Promote and enhance training programs to assist users in improving their research skills
- c. Obtain funds for SC Legislative and Governmental Research Service

## **STRATEGIC INITIATIVE B: Provide Statewide Programs to Support Local Library Services**

### **Goal 1. Ensure that all South Carolina citizens receive effective and high quality library services through their public library**

#### **Objectives**

- a. Improve the knowledge, skills, and abilities of public library staffs and trustees
- b. Promote the development of effective library programs for South Carolina's children and youth
- c. Administer Gates Foundation's public library hardware replacement grant
- d. Streamline and improve efficiency of grants administration process

### **Goal 2. Provide technical assistance in planning for and management of library resources and services**

#### **Objectives**

- a. Provide alternative electronic communications technologies
- b. Provide targeted technical consulting to libraries with little or no technology specialist staff
- c. Interpret rule changes in support of public libraries use of the Universal Service Support Mechanism (E-rate)
- d. Compile, disseminate and assist libraries and trustees in using statistical and other data

### **Goal 3. Strengthen and enhance DISCUS**

#### **Objectives**

- a. Begin re-examination of DISCUS mission, goals and content
- b. Increase and enhance DISCUS training efforts
- c. Increase DISCUS connectivity to unserved and under-served schools
- d. Increase and improve DISCUS technical and content support to libraries, K-12 schools and colleges

**STRATEGIC INITIATIVE C: Serve As An Advocate for the Contributions That Libraries Make to Education and Economic Development in South Carolina**

**Goal 1. Conduct an ongoing marketing campaign to promote the resources and services of South Carolina State Library**

**Objectives**

- a. Improve the marketing and public relations efforts of the South Carolina State Library

**Goal 2. Promote library services and reading throughout the state as an integral component of the educational process and as a contributor to the economic development of the state**

**Objectives**

- a. Continue project to assist targeted libraries with marketing and public relations needs (ABBE, Beaufort, Lancaster and Sumter)
- b. Coordinate activities with the Association of Public Library Administrators (APLA)

**STRATEGIC INITIATIVE D: Encourage Partnerships That Enhance Statewide Delivery of Library and Information Services**

**Goal 1. Encourage the development of library networks for resource sharing.**

**Objectives**

- a. Investigate options for statewide resource sharing system for public libraries
- b. Collaborate with and support PASCAL's endeavors with statewide resource sharing potential
- c. Collaborate with and support the SC Department of Archives & History's (SCDAH) efforts to make their collections accessible

**Goal 2. Cooperate with other organizations to ensure that libraries are included in all statewide initiatives**

**Objectives**

- a. Develop and continue partnerships to increase the visibility of library and information services
- b. Assure that State Library staff actively participate with statewide library related associations and state government teams/committees involved with information delivery and library management
- c. Support statewide digitization projects

**Goal 3. Collaborate with key stakeholders to support recruitment and retention of the next generation of librarians.**

**Objectives**

- a. Provide support to South Carolina State Library staff to with graduate and post-graduate library study aspirations
- b. Provide the library community with information and assistance needed to support successful recruitment and retention of the next generation of librarians, especially library directors
- c. Encourage internships at the State Library



## **STRATEGIC INITIATIVE E: Continuously Improve State Library Operations**

**Goal 1. Provide and support staff development and training opportunities and encourage staff participation**

### **Objectives**

- a. Strengthen staff development program
- b. Improve staff productivity

**Goal 2. Increase the effectiveness of State Library operations.**

### **Objectives:**

- a. Improve administrative functions
- b. Develop disaster recovery plan
- c. Improve State Library physical facilities
- d. Enhance computer operations
- e. Evaluate CMS departmental operations